

Guidelines for Onsite Oral Presenters

1. Official Language

The official language of **SSIM 2025** is **English**.

All presentations, including Q&A sessions and slides, **must be conducted in English**.

2. Guidelines for Participants

2.1 Conference Venue

Chaoyang University of Technology, Taichung, Taiwan
(168, Jifeng E. Rd., Wufeng Dist., Taichung City 413310, Taiwan)

- **Opening & Keynote Speeches:** Aviation Building
- **Oral Paper & Poster Sessions:** Design Building

2.2 Registration

- **Time:** 09:00–13:00, Thursday, 16 October (UTC/GMT +8)

2.3 Conference Kit

Each participant will receive a **conference kit** containing the final program, name badge, and other materials upon check-in at the Registration/Information Desk.

3. Oral Presentations

3.1 Session Sequence

Presenters and session chairs are requested to **follow the paper sequence** as shown in the Final Program.

This ensures participants can move between sessions without missing specific papers of interest.

3.2 Presentation Time

- **Oral Presenters:** 15 minutes total (12 minutes presentation + 3 minutes discussion)

3.3 Equipment and File Preparation

- Each session room is equipped with a **PC and an LCD projector**.
- Please prepare your slides in **MS PowerPoint format** and bring them on a **USB drive**.
- Presenters should copy their presentation files onto the session PC **before the session begins**.
- Session aides will be available to assist.
- If you prefer to use your own laptop, please ensure your file is **open and ready** before your presentation time.

3.5 Assistance and Special Requests

For any technical or logistical issues, please contact the **Conference Secretary Desk**, **Session Chair**, or any **Session Aide** for immediate assistance.